

Glossary of facilitation tools and techniques

TITLE	PURPOSE
Affinity diagram	A tool to elicit and organise a large amount of information on a question or an issue from any sized group in a short time.
Before-during-after	A reflection tool for eliciting thoughts and ideas at different stages of a learning experience.
Beliefs continuum	An embodied technique enabling individuals to express the degree to which they agree or disagree with a statement.
Brainstorming	A technique for generating and collecting ideas from a group in a non-judgemental environment.
Card sort	An evaluation tool which requires participants to categorise concepts or ideas in like groupings.
Concept map	A tool for linking related ideas about a concept in a visual way.
Consensogram	A tool to determine a group's perception of an issue based on individual responses to a focus question.
Correlation chart	A scattergram which evaluates the relationship between two factors.
Cumulative listing	A quick and efficient technique for collating responses from a group.
Dialogue for meaning	An oral technique to promote effective communication between participants to enhance meaning.
DIGA	A reflection technique which progresses discussion from description to interpretation, generalisation and, finally, application.
Five whys?	A tool to engage participants in deep thinking about a topic.
Force field analysis	A tool for examining and recording the forces driving or preventing an improvement or change.
Global café	A semi-structured technique which enables participants to engage in several conversations on different but related pre-determined topics.
Hot potato	A technique for participants to write responses to a demonstration, activity or question for sharing with other participants in the group.
If...then	A tool for studying proposed actions and their consequences.

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Interrelationship digraph	A tool for examining the cause and effect relationship between different factors.
Jigsaw	A cooperative learning technique involving the use of 'home' groups and 'expert' groups to share responsibility for learning.
Mind map	A visual representation tool which identifies the links between different concepts and topics.
P3T	A group technique for producing a succinct statement on an issue.
Parking lot	A tool for group use where participants can 'park' self-adhesive notes to highlight what is going well, what needs to be improved, questions and ideas, for review at a later time.
Plus/delta	A reflection tool used after an event to determine the strengths of a situation or application, and opportunities for change.
Prioritiser	An analytical tool for identifying and prioritising a list of items such as: needs, actions or responsibilities.
Quadrant conversations	A group technique where participants adopt a specific role to examine an issue from different viewpoints.
Question generator	A technique for generating meaningful questions with anonymity.
Stay and stray	A technique for participants to share a variety of conversations on a focus issue in a structured and efficient way.
Talking partners	A technique used to ensure effective conversations between pairs of participants.
Thinkers keys	A technique to foster innovative, creative and lateral thinking skills.
Tree approach	An assessment technique for analysing text and making judgements about levels of understanding.
Variables grid	A planning tool for analysing the variables associated with science investigations.
Visual representation	A visual display of the ideas, information or findings from a group.
Y chart	A tool for brainstorming responses to a situation or question by focusing on the senses.

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The facilitation tools and techniques in the PrimaryConnections professional learning programme have been adopted from a variety of sources and, where possible, reference originators and authors have been appropriately acknowledged.

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Websites

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- Kurt Lewin. See www.valuebasedmanagement.net/methods_lewin_force_field_analysis.html
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